

# Adiyogi Technosoft Pvt. Ltd.

276,Opp. Rajasthan Patrika office, Manji Ka hatha,Paota

## Policies and Procedures

### Code of Conduct

Adiyogi Technosoft Pvt. Ltd. follows its own **Disciplinary rules and code of Conduct** and no one is allowed to abuse the system while they are on duty. If any employee is found violating the system then he/she shall be liable for disciplinary action.

1. Office time of the Organization starts from 10:00 am to 6:30 pm with half an hour lunch break. There is a weekly off on Sunday Management expects the Employees to maintain punctuality. If in case they are not able to maintain the punctuality they must inform to their reporting authority. Absence without information will be considered as a serious offence as it affects the activities of the organization.
2. Any employee reports the office after 10:00 am continuously for 3 days would be counted as a casual leave.
3. Every employee must follow the organization's Attendance Register/Digital Attendance System where the employee should mark login time and logout time while they move out of the office premises during working hours.
4. Playing computer games, playing music, chatting, singing, seeing any other entertainment videos etc or any other unproductive activities during office hours is not Allowed.
5. Employees can receive their personal calls but it should not disturb the others who are present in the Organization. Management will not tolerate any misuse of the facility provided or wasting time on it which is otherwise purely meant for official work. Employees are not allowed to waste productive time on personal phone calls for longer duration.
6. Employees should keep their cell/ mobile phones on Vibration mode/Light Ringtone while they are on duty.
7. Friends/ relatives are allowed to visit the office but it should not disturb other employees, and their visit should be brief.
8. No employee will use Organization's telephone and fax facilities for private purposes except with prior permission from his/ her supervisors/ Reporting authority/ management. In case of emergency, such use is permitted.
9. Management will not tolerate if any employee found consuming Pan Masala, Gutka and Smoking Cigarettes or Spitting in the office premises or indulging in any such activities.

10. Further, an employee coming late to work or found absent from his work station/ place of work during working hours, without any sufficient reason or without getting any prior authorization from his/her supervisor, then the competent authority may, at its discretion, also take suitable disciplinary action against the employee concerned.
11. No one is allowed to maintain secrecy in user password, if they are using different password other than the password provided by the IT department, then the concerned employee is required to share it with the IT section.
12. Negligence of work by any employee will not be tolerable by the management. Management shall render an employee liable for disciplinary action.
13. Every employee is required to make the entry if they are taking any official belongings to their respective homes (i.e., books/magazine/laptop/pen drive etc.) and in case of any damage/ loss, then that particular employee is liable towards it.
14. No employee shall share information about Adiyogi Technosoft Pvt. Ltd. with any person whosoever except in the interest of Adiyogi Technosoft Pvt. Ltd.'s work or with written permission of the Director.
15. No Employee can share any Official/Technical Code of Project/Software or property of Adiyogi Technosoft Pvt. Ltd. to any outsider except in the interest of the Company, Also Cannot Use them For any personal Benefits even after resignation/termination.
16. If any employee is on Leave then He/She is expected to take atleast emergency calls from the Company Executive/Reporting officer.
17. No Employee is allowed to Contact/Approach any of the Company's Existing Clients directly or indirectly for their personal benefits, Atleast not for the next Six months after He/She has resigned/terminated.
18. No Employee/Ex-Employee is Suppose to Incite/Approach any other employee of Adiyogi Technosoft Pvt. Ltd. to Leave/Change their current job.
19. Organizational conflicts should be raised and resolved within the organizational procedures. The issues of conflict should not be discussed with other Organization/News/Media without prior approval of Director.

### **Disciplinary code and procedure:**

Formal procedures do not have to be invoked every time a rule is broken or standard is not met. Informal advice and correction is accepted as the best and most effective way to deal with minor violations of work discipline.

Repeated misconduct according to degree as severity may call for final warning or other action short of dismissal. Dismissal would be reserved for cases of serious misconduct or repeated offences. The seriousness of the offence will determine the action to be taken and not necessarily, the number of occasions the misconduct was committed. The procedure is as follows:

1. If any employee is found creating problems in the work place an immediate disciplinary action will be taken against him/her. The Director deposes a committee of two or three members of the organization or even he may depute any one from external source or any other partner organization in the committee.
2. The committee members will do a detailed investigation on the matter and will

prepare a report on the issue taken and submit the same to the Director.

3. The Director makes the required decision on the findings of the investigations done.
4. During this period of enquiry the accused employee will remain under suspension.
5. The above stated procedure is flexible depending upon the situation.

## **Outside Employment**

Employee may not hold any type of outside employment as long as they are associated with Adiyogi Technosoft Pvt. Ltd. without informing or taking prior permission for the top management.

Employee can not receive any income or material gain from individuals outside Adiyogi Technosoft Pvt. Ltd. for material produced or services rendered while performing their jobs.

All employees and associated members are required to sign a nondisclosure agreement as pre the condition of employment. Employees or associated members who improperly use or disclose trade secrets or confidential business information are subjected to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **Access to Personal Files**

Adiyogi Technosoft Pvt. Ltd. maintains a personal file on each employee. The personal file includes such information as the employee's job application, resume, record of training, documentation of performance appraisal and salary increases, and other employment record.

Personal files are the property of Adiyogi Technosoft Pvt. Ltd., and access to the information they contain is restricted. Generally, only HUMAN RESOURCE personnel have the access to these files.

## **Personnel Data Change**

It is the responsibility of each employee to promptly notify Adiyogi Technosoft Pvt. Ltd. of any changes in personal data. Personal mailing addresses, telephone numbers and name of the dependents, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current all the time. If any personal data has changed, notify the [HUMAN RESOURCE DEPARTMENT].

## **Employment Applications**

Adiyogi Technosoft Pvt. Ltd. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented through out the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of these information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **Wages**

Salary will be transferred in the provided Account No. by every 5<sup>th</sup> of the month.

Daily wages are Calculated as – Basic pay/No. of days in Month=wages/day.

Only employees who worked with Adiyogi Technosoft Pvt. Ltd. for more than 6 months are eligible for Appraisals (Based on Performance).

Appraisals are Scheduled in the Month of “April” every year.

## **Work Schedule**

The normal work schedule for all the employees and associated members are 8 hours (Excluding half an hour lunch break) per day, i.e. Monday to Saturday. Staffing needs and operational demands may necessitate variations in beginning and ending times, as well as variations in the total hours that may be scheduled each day and week.

## **Dress Code**

The choice of attire is of personal discretion. But every employee of any organization bears the responsibility of representing it and, therefore, positive well done clothing and a professional look is needed here at Adiyogi Technosoft Pvt. Ltd. A positive and professional look sheds heavy weight on the company’s image as well as the colleagues.

As a minimum standard, dress should be clean, neat and professionally appropriate.

The following are examples of items that are not acceptable:

- Ripped or torn clothing
- Thongs or sports sandals
- Sportswear or beachwear

Adiyogi Technosoft Pvt. Ltd. reserves the right to request a staff member to dress to an appropriate standard as a condition of employment.

If one is found in inappropriate clothing he/she may be sent back to change as per the professionally accepted way before commencing the day’s work.

## **Internet**

The internet facility provided by Adiyogi Technosoft Pvt. Ltd. is for business use. Access is authorized by managers on the basis of business needs. Limited private use is permitted provided the private use does not interfere with or distract a person’s work. Management has the right to access the system to determine whether private use is excessive or inappropriate.

The following activities, using Adiyogi Technosoft Pvt. Ltd.’s internet access are not permitted:

- a. Attending to personal activities of a business nature.
- b. Viewing, Downloading or Showing other than by accident, sites or emails displaying obscene, violent, defamatory and unlawful materials and materials that could cause

Adiyogi Technosoft Pvt. Ltd. to be in breach of equal opportunity or anti-discrimination legislation, verbally or non- verbally.

- c. Repeated or prolonged use that is not directly relevant to the user's work.
- d. Introducing computer viruses by failing to follow company IT procedures.

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

### **Employee Conduct and Work Rule**

To ensure orderly operations and to provide the best possible work environment, Adiyogi Technosoft Pvt. Ltd. expects employees to follow code of conduct that will protect the interests and safety of all the employees and the organization.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- ◆ Theft or inappropriate removal or possession of property.
- ◆ Falsification of timekeeping records.
- ◆ Working under influence of alcohol or illegal drugs.
- ◆ Possession, distribution, sales, transfer, or use of alcohol or illegal drugs at workplace, while on duty, or while operating employer-owned vehicles or equipment.
- ◆ Fighting or threatening violence in the workplace.
- ◆ Boisterous or disruptive activity in the workplace.
- ◆ Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- ◆ Insubordination or other disrespectful conduct.
- ◆ Violation of safety or health rules.
- ◆ Sexual or any other mode of harassment.
- ◆ Possession of dangerous or unauthorized materials.
- ◆ Excessive absenteeism or any absence without notice.
- ◆ Unauthorized disclosure of business "secrets" or other confidential information.
- ◆ Violation of personal policies.
- ◆ Unsatisfactory performance or conduct.

### **Return of Property**

Employees and associated members are responsible for all the *Adiyogi Technosoft Pvt. Ltd* properties, materials, or written information issued to them or in their possession or control. Employees or associated members must return all *Adiyogi Technosoft Pvt. Ltd* 's property immediately upon termination of employment. Permitted by applicable law, *Adiyogi Technosoft Pvt. Ltd* may with hold employees or associated member's cheque or final pay cheque. The cost of any items that is not returned when required. *Adiyogi Technosoft Pvt. Ltd* may also take all necessary action deemed appropriate to recover or protect its property.

### **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with *Adiyogi Technosoft Pvt. Ltd*, *Adiyogi Technosoft Pvt. Ltd* requests at least One and a half month written notice of resignation from employees.

No Certificates/Experience letters will be provided to the employees who worked for less than one year with the company or who has discontinued without Serving specified Notice period to the Company.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation.

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## **Conflict Of Interest**

### **Policy**

Conflict of interest arises whenever the personal and professional or business interests of an employee are potentially at odds with the best interests of *Adiyogi Technosoft Pvt. Ltd.*

All employees are required to act in good faith towards *Adiyogi Technosoft Pvt. Ltd.* Employees need to be aware of the potential conflict of interest to arise, and should always act in the best interests of *Adiyogi Technosoft Pvt. Ltd.*

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with *Adiyogi Technosoft Pvt. Ltd.* Employees should aim to avoid being put in a situation where there may be a conflict between the interests of *Adiyogi Technosoft Pvt. Ltd.* and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of *Adiyogi Technosoft Pvt. Ltd.* will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of *Adiyogi Technosoft Pvt. Ltd.*

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt as to whether a conflict exists, they should raise the matter with their manager.

### **Procedure**

Employees must:

- Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by *Adiyogi Technosoft Pvt. Ltd.* to management;
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible.

If an employee declares such an interest, *Adiyogi Technosoft Pvt. Ltd.* will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with *Adiyogi Technosoft Pvt. Ltd.* to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at *Adiyogi Technosoft Pvt. Ltd.* If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake any other employment in direct or indirect competition with *Adiyogi Technosoft Pvt. Ltd.* using knowledge and/or materials gained during the course of employment with *Adiyogi Technosoft Pvt. Ltd.*

Engaging in any other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with *Adiyogi Technosoft Pvt. Ltd*, in a timely manner, may result in performance improvement proceedings including dismissal.

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## **Privacy**

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with the principles of the *Indian Law*.

**Note:** *Adiyogi Technosoft Pvt. Ltd reserves all the rights to make any necessary changes in the above mentioned Policies and Procedures as required by the company in Future.*

*\* If you would like any clarification of any of the policies or procedures contained within this Manual, please contact internal management who will be glad to provide guidance and support.*

### ***Declaration:***

- I will abide by the Company's rules and policies.
- I have read, understood and agreed to abide by the above terms and conditions.

**Signature:**

**Date:**